

## 2651 ELIGIBILITY FILES

Chapter: **Fiscal Management**

Section: **Child, Youth, and Family Eligibility Determinations**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **17-68**

Effective Date: **December 2017**

Scheduled Review Date:

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Related Statute(s): [RSA 169-B](#), [RSA 169-C](#), and [RSA 169-D](#)

Related Admin Rule(s):

Related Federal Regulation(s): [Title IV-A](#), [Title IV-B](#), [Title IV-E](#), [Title XX](#)

Related Form(s): **DCSS FORM 725**, **DCS FORM 800M**, **FORM 1675**, **FORM 1678**, **FORM 1680**, **FORM 1803**, **FORM 1869**, **FORM 1870**, and **NH COURT FORM VS 37**

Bridges' Screen(s) and Attachment(s):

The Division adheres to the principle that everyone deserves to be treated with courtesy and respect. As such, DCYF works collaboratively with children/youth, families, and community resources while maintaining confidentiality. The Eligibility File contains documentation relevant to a child/youth's and/or family's eligibility for Title IV-E, Medicaid, and Title IV-A, as well as authorizations and information relative to billing for services. The file needs to contain clear and accurate information on all fiscal activity concerning the case, and it must be promptly recorded.

### Purpose

This policy identifies how eligibility documents are maintained by Fiscal Specialists.

### Definitions

"DCYF" or the "Division" means the Department of Health and Human Services' Division for Children, Youth and Families.

### Policy

- I. The Fiscal Specialist must:
  - A. Continuously monitor and document changes in the child/youth's placement and services;
  - B. Obtain or complete case documentation in a timely manner; and
  - C. Maintain documentation in the record for access by other staff or the Supervisor.
- II. Eligibility Files are retained in 6-part blue folders.
  - A. The tab shows the child/youth's last name, first name, and date of birth.
  - B. The Eligibility File sections are kept as follows:

#### Section I - Narrative

Eligibility Narrative

Medicaid and IV-E Eligibility Checklist

Birth Certificate

Social Security Card	
Private Insurance	
Bridges Photo ID	
SSN Verification	
<b>Section II - Openings and Closings</b>	
<b>If FC MA is open, the following may be included:</b>	
Confirm Assistance Group Eligibility Screen from New HEIGHTS	
<b>If MA is closed, the following may be included:</b>	
Children's Medicaid Action Memo	Form 1680
Application for Assistance	DCS Form 800M
Medicaid Closure Checklist and Packet	
<b>If Children's MA is opened, the following may be included:</b>	
Children's Medicaid Action Memo	Form 1680
Application for Assistance	DCS Form 800M
Correspondences with Division of Client Services	
<b>Section III - Current Eligibility</b>	
Opening Packet	
Redetermination Checklist and Packet	
Changes of Placement Checklist and Packet	
Correspondence, e.g., letters, inter-office memos, revolving fund	
<b>Section IV - Previous Eligibility Documents</b>	
Previous Opening, Redetermination, Closing, or Change of Placement Packets	
<b>Section V - Semi-Permanent Documents</b>	
Placement Authorizations from Bridges	
Foster Family Home, Group Home, or Residential Care Licenses	
Service Authorization from Bridges	Form 1869
MMIS Authorizations	
Billing Problems, or Research Information	
Social Security Benefit Information, e.g., award letters, representative payee forms	
Revolving Fund Disbursement	Form 1678
<b>Section VI - Permanent Documents</b>	
Adoption Assistance Agreement (on top of Section VI if applicable)	Form 1803
VS 37 from the Court, and Other Adoption Documentation (on top of Section VI if applicable)	Court Form VS 37
ICAMA/ICPC Paperwork (on top of Section VI if applicable)	

Court Documents, Petitions, Fair Hearings, Case Plans, Most Current Child/Youth Information Sheet and DCYF Affidavits	
AFDC Reconstruct Checklist and Worksheet	
New HEIGHTS Print Screens and Budgets	
DCS TANF Packet, Financial Affidavit or DCYF Documentation for AFDC Eligibility (letters to parents, information received from the parents, wage requests)	
Child Support Application	DCSS Form 725
NECSSES Information	
Potential Revolving Fund Income Form	Form 1675
Copy of the Application for IV-A Funding for Services, and IV-A packet	Form 1870

### **Storage and Destruction of Eligibility Files**

- I. Closed Eligibility Files are retained and stored in the District Offices for seven (7) years until Title XX, IV-A, IV-B, and IV-E audits are completed.
- II. Closed Eligibility Files with adoption Medicaid information are forwarded to the Adoption Program Supervisor at State Office.